

Adopted: September 2001 , Revised: \_\_\_\_\_**Class Title: Assistant Director of Public Works****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Participates in the management of the human, financial and physical resources of the Department. Develops, implements, and reviews its work programs. Takes over necessary responsibilities in the Director's absence.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Provides leadership to staff by contributing to the development of departmental policies and procedures, establishing and reviewing performance indicators, and advising and participating in personnel matters.
2	L	Represents the department by attending meetings and committees, responding to inquiries from the public, outside agencies, and city departments, and assuming the role of the Director as needed.
3	S	Coordinates the development and implementation of the capital improvement and operating budgets, and recommends service costing improvements.
4	M	Manages operational and emergency activities, and acts as a project manager by reviewing, establishing and directing operational activities, setting work priorities, coordinating responses to emergency situations, and managing design and construction projects.

Adopted: September 2001 , Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study.
Experience	Five years experience in engineering management.
Certifications and Other Requirements	Valid Driver's License, Professional Engineer License
Reading	Work requires the ability to read State laws, technical specifications, City codes, citizen letters, professional journals, contracts, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division., as well as college level engineering calculations.
Writing	Work requires the ability to write letters, policies and procedures, ordinances and business plans, memorandum, reports, and general correspondence.
Managerial	Managerial responsibilities include overseeing development and monitoring progress in the departments goals and objectives and operational activities.
Budget Responsibility	Responsible for the final approval of one departmental budget and presents the budget to the Budget Office and Senior Management and is authorized to approve budgeted expenditures up to the amount that requires the approval of Senior Management. Develops and manages budgets for numerous capital improvement projects and provides oversight to the departments capital improvement programs.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization and the community. These contacts involve extensive contact with citizens and civic groups, council members and similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Inspection work, meetings, attending ceremonies, inter-office
Sitting	F	Computer, desk work, meetings, driving
Walking	F	Inter-office, job-sites, meetings
Lifting	R	Files, records, boxes
Carrying	O	Files, records, boxes
Pushing/Pulling	O	Files, records, boxes, file drawers
Reaching	R	Files, records, boxes, file drawers
Handling	F	Files, records
Fine Dexterity	F	Computer keyboard, calculator, writing, telephone keypad
Kneeling	O	Files, records retrieval
Crouching	O	Files, records retrieval
Crawling	N	
Bending	O	Files, records retrieval
Twisting	O	To/from computer and desk
Climbing	R	Files, records retrieval, stairs
Balancing	R	On stairs
Vision	C	Computer monitor, desk work, reading, supervising staff, driving
Hearing	C	Communicating with personnel and general public, meetings
Talking	C	Communicating with personnel and general public, meetings
Foot Controls	F	Driving
Other (specify)	N	

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Copy machine, fax machine, telephone, calculator, adding machine, general office supplies, vehicle, computer, printer, standard Windows and Office software

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)